

## **Attachment G – Price Proposal**

### **General Instructions**

Bidder must provide a fixed fee for the acquisition of the BPMS Solution and Implementation ERA Project. Bidder must not submit a price proposal based on a combination of fixed fee and time and materials, or any other arrangement such as a price based on a fixed period of time, number of resources provided or expected duration of the project. DRS will only accept price proposals based on a fixed fee for fixed scope basis, with the scope defined by the Statement of Work (See **Appendix D3, Statement of Work**). Price proposals that do not meet the above requirements may jeopardize Prime Bidder's continued participation in the procurement.

The Price proposal must be inclusive of all travel and other out-of-pocket expenses, and all subcontractor and third party costs and expenses. Include only the fees to be paid to Bidder by DRS, not internal DRS costs associated with the ERA Project.

### **Price Proposals to be based on Commitments Required by DRS**

Price proposals must be based on the terms, conditions and commitments set forth in the contract and project documents provided to Bidder as part of the RFP (See **Appendix D, Contract and Project Documents**). Bidder must not base its price proposal on its standard forms, business terms or practices, or any reduced service level agreements or other levels of commitments or obligations Bidder believes it may negotiate for purposes of the price proposal, DRS will not give any affect to limitations, qualifications, or other terms not consistent with the terms and conditions in the contract and project documents.

DRS will not accept price adjustments that are based on Bidder's standard terms and conditions, including any standard service level agreements customarily provided by Bidder to its general customers.

### **Fixed Fee to include all Travel and Out-of-Pocket Expenses**

Bidder must include all travel, living, meals, materials, incidentals, out-of-pocket, and other expenses as part of its price proposal. Upon DRS' request, Bidder is to provide documentation substantiating the amount of the fixed fee attributable to travel, out-of-pocket and other expenses, including the estimated number of flights, hotel stay nights or other accommodations used by Bidder to develop the fixed fee.

### **Price Proposal Submission**

Price proposals must be submitted using the Excel spreadsheets provided in **Appendix A** to this **Attachment G**. Bidder needs to return the spreadsheets in a non-copy protected MS Excel format, and not as a PDF file or any other type of document.

By submitting the price proposal materials, Bidder agrees that:

- Any pricing information provided by Bidder in any documents other than the price proposal spreadsheets will be disregarded and will not be used by DRS in its evaluation. Only the pricing provided by Bidder within the DRS-provided spreadsheets will be considered Bidder's official Price Proposal. Fees not included on **Appendix A of Attachment G** will not be paid by DRS even if they have been referenced elsewhere in the Proposal or other parts or sections of Bidder's RFP response. DRS will not be responsible for erroneous, hidden, non-

disclosed or underestimated fees or costs. Any pricing terms and/or modifications that are provided to DRS outside the process described in this RFP will be disregarded.

- Where there is no charge or rate for a product or service enter "N/C" (no charge) or "Zero" or "0" in the applicable spreadsheet cell, as applicable. If Bidder fails to provide a price, DRS will assume the item is at no additional cost to DRS and is part of the fixed fee. If the Bidder states "N/C" for an item in the Price Proposal, DRS will receive that item for no charge for the period represented in the price proposal, and if no period is represented, DRS will receive that item for no charge for the length of the contract.
- Bidders must complete the Price Proposal spreadsheets in their present structure. Unless otherwise instructed by DRS, Bidder cannot change or alter in any way the structure of the spreadsheets.

DRS reserves the right to request that Bidder provide additional and/or substantiating information and documentation regarding its price proposal, and use information it has learned during this procurement process to refine its needs and request additional price proposal information.

Bidder must propose pricing based on the number of internal users. A user is any employee, consultant, volunteer, business partner or other person to whom DRS provides access credentials for the purpose of using the application to support DRS processes. If you provide user licensing by both named user and concurrent user, please provide the pricing for both so DRS can evaluate which licensing method is best for DRS. Bidder must provide pricing for external views for the ERA Project. Please describe how you license external views DRS prefers a site or enterprise license for this purpose versus charging for each view.

Bidder's price proposal must not include any taxes payable by DRS.

## **Worksheet A: BPMS Solution License Fees**

### **Instructions**

DRS envisions licensing the BPMS Solution on by an enterprise basis, taking into consideration DRS' size and volumes. The enterprise based license will restrict DRS' use for its business needs, but otherwise will not be restricted as to the user types, volumes or other metrics. There will be internal (administrative) use, as well as external (DRS' employee and partner) customer use. The license must support production and non-production uses, including testing, training, etc., and not be restricted as to the number of environments that can be created license based for DRS size organization. The enterprise license will include both internal and external use and support multiple environments for development, testing, and production. For purposes of sizing the enterprise license, Bidders should refer to the DRS profile information found at **Appendix B, Agency Profile and Technology Infrastructure**. For the ERA application Project, DRS expects to have approximately 250 internal users and approximately 1,300 external users.

**Price Terms and Considerations:** The terms, limitations and constraints set forth below will apply to any pricing for the licenses to the BPMS Solution to be agreed by DRS. Do not submit a Price Proposal that does not meet these terms, limitations and constraints.

1. Minimum Requirements - Includes functionality to satisfy the functional requirements set forth in **Attachment E, Business and Technical Questions and Response** and **Attachment F, BPMS Solution Requirements Response**.
2. License fees must include all fees applicable to all third party components of the BPMS Solution.
3. Bidder must provide pricing according to the tabs set forth in **Appendix A** of this **Attachment G, Price Proposal**.

## **Worksheet B: Support and Maintenance Services**

### **Instructions**

Bidder must propose pricing for Support and Maintenance Services for the BPMS Solution. As DRS will be licensing the BPMS Solution on an enterprise basis, Bidder must propose Support and Maintenance Services pricing to cover DRS' uses based on its profile on the same basis.

**Price Terms and Considerations:** The terms, limitations and constraints set forth below will apply to any pricing for the Support and Maintenance Services for the BPMS Solution to be agreed by DRS. Do not submit a Price Proposal that does not meet these terms, limitations and constraints.

1. Pricing terms applicable to Support and Maintenance Services cannot exceed 18% of the net enterprise license fees paid by DRS.
2. Software Support and Maintenance Services fees must include fees applicable to all third party components of the BPMS Solution.
3. Increases in subsequent years after ERA Project completion for Support and Maintenance Service fees will be limited to CPI or 3%, whichever is less. Increases cannot accumulate from year to year.
4. Support and Maintenance Services for the BPMS Solution (including interfaces, extensions and software-based deliverables) must be provided in the manner described in Schedule 7.1 of the Technology Agreement.

## **Worksheet C: Project Management, Implementation, and Application Development Services**

### **Instructions**

Bidder must provide a fixed fee for the project management and implementation services components of the ERA Project. The Bidder must provide pricing based on the terms, conditions and commitments set forth in the contract and project documents provided to Bidder as part of the RFP (See **Appendix D, Contract and Project Documents**).

**Price Terms and Considerations:** The terms, limitations and constraints set forth below will apply to any pricing for the project management, implementation, and application development services for the ERA Project to be agreed by DRS. Do not submit a Price Proposal that does not meet these terms, limitations and constraints.

1. Bidder will provide quality deliverables, as set forth in the contract and project documents.
2. Bidder will provide upgrades, updates, etc., to the BPMS Solution during the ERA Project.

## Worksheet D: 10 Year Total Cost of Ownership (TCO)

### Instructions

Bidder must provide the total cost of ownership of the BPMS Solution for ten (10) years as follows:

#### **Enterprise Software Licenses of BPMS Solution**

Based for DRS size organization

See **Appendix B, Agency Profile and Technology Infrastructure** for volume information.

Licensing to include development, testing, and production environments

#### **Project Management and Implementation Services**

Project management and implementation services fees for the ERA Project

Cost for other services to implement BPMS Solution

**Price Terms and Considerations:** The terms, limitations and constraints set forth below will apply to any 10-year TCO pricing to be agreed by DRS. Do not submit a Price Proposal that does not meet these terms, limitations and constraints.

1. All the pricing terms, limitations and constraints set forth above apply to the 10-year TCO pricing with the exception that the TCO proposals should assume the maximum potential increase in fees. Fees that do not reflect the application of any escalation will be deemed to be the submitted price and will not be subject to further adjustment.
2. All fees in **Worksheet D of Attachment G, Appendix A** must tie to fees set forth in the other worksheets.
3. All pricing terms and considerations items in the applicable sections of this **Attachment G** apply to the 10-year TCO.

## Worksheet E: Service Rates

### Instructions

DRS may purchase additional services from Bidder from time-to-time both during and after the ERA Project. Depending on the services required by DRS, DRS may choose to purchase on-site or off-site services from Bidder and may choose to purchase services on a short-term basis (using hourly rates) or on a long-term basis (using weekly or monthly rates). Accordingly, Bidder must propose a service rate card for on-site and off-site services (on an hourly basis) and a service rate card for on-site services (on a weekly and monthly basis). All service rate cards must include all potential roles/job titles that Bidder offers (*i.e.*, the service rate cards must not be limited to the roles/job titles that Bidder initially proposes for the ERA Project), including organizational change management resources and reports developers.

#### **On-Site Services Rates (Hourly)**

Bidder must propose a rate card for hourly services provided on-site at DRS. Do not include any travel, living, meals, materials, incidentals, out-of-pocket and other expenses included in the rate.

#### **Off-Site Services Rates (Hourly)**

Bidder must propose a second rate card for hourly off-site resources, which will not have any travel, living, meals, materials, incidentals, out-of-pocket and other expenses included in the rate as such expenses do not apply to off-site resources.

### **On-Site Services Rates (Weekly and Monthly)**

Bidder must propose a rate card for weekly and monthly services provided on-site at DRS, which rates will not include travel, living, meals, materials, incidentals, out-of-pocket and other expenses within the rate.

**Price Terms and Considerations:** The terms, limitations and constraints set for the below will apply to any service rates to be agreed by DRS. Do not submit a Price Proposal that does not meet these terms, limitations and constraints.

1. Service rates cannot be increased during the ERA Project and for a period of one (1) year thereafter.
2. Commencing on the 1<sup>st</sup> anniversary date of project completion of the ERA Project, rates can be increased, but such increases cannot exceed the lesser of CPI or 3%.

## **Worksheet F: Optional Software License Fees and Discounts**

### **Instructions**

As DRS may purchase software or software-based solutions from Bidder in the future, Bidder should propose license fees for additional software products sold by Bidder and discounts for future products.

#### **License Fees for Bidder's Current Products**

Bidder must propose license fees for currently available products.

**Price Terms and Considerations:** The terms, limitations and constraints set forth below will apply to any discounted license fee structure to be agreed by DRS. Do not submit a Price Proposal that does not meet these terms, limitations and constraints.

1. The discounted license fees stated will be valid for a period of 7 years following project completion of the ERA Project.
2. The discount on license fees of other products must not be less than the discount being proposed for the BPMS Solution.
3. If incremental or tiered pricing is available, pricing must include applicable tiers.

#### **Discounted License Fees for Future Products**

Bidder must propose a discount for future products.

**Price Terms and Considerations:** The terms, limitations and constraints set forth below will apply to any discounted license fee structure to be agreed by DRS. Do not submit a Price Proposal that does not meet these terms, limitations and constraints.

4. The discounted license fees stated will be valid for a period of 7 years following project completion of the ERA Project.
5. The discount on license fees must not be less than the discount being proposed for the BPMS Solution.

## **Worksheet G: Assumptions**

### **Instructions**

Provide any assumptions surrounding your price proposal in **Worksheet G of Attachment G, Appendix A**. Bidder's assumptions may not contradict any of the terms, conditions or instructions set forth herein.